



Block Invoice Online Help Procedure

Purpose

Use this procedure to manually block an invoice.

Trigger

Perform this procedure when there is a discrepancy with the invoice the needs to be resolved before payment can be issued to the vendor.

Prerequisites

- FI invoice
- Purchase order
- LIV invoice

Menu Path

Use the following menu path(s) to begin this transaction:

- Accounts Payable ➔ Invoice Process ➔ Manage Invoice - FI ➔ Change Invoice
- Accounts Payable ➔ Invoice Process ➔ Manage Invoice - FI ➔ Display Parked Invoice
- Accounts Payable ➔ Invoice Process ➔ Manage Invoice - LIV ➔ Change Invoice
- Accounts Payable ➔ Invoice Process ➔ Manage Invoice - LIV ➔ Display Parked Invoice
- Accounts Payable ➔ Invoice Approval ➔ Manage Invoice - FI ➔ Display Parked Invoice
- Accounts Payable ➔ Invoice Approval ➔ Manage Invoice - LIV ➔ Display Parked Invoice

Helpful Hints

The R/O/C column in the field description table represents the three types of data entry fields in FMMI:

- **R** is for **required** fields that must be populated to complete a transaction.
- **O** is for **optional** fields that are not mandatory to complete a transaction.
- **C** is for **conditional** fields that are dependent on population of related fields and specific transactional events.

On certain screens you may need to scroll to view additional data fields.

Data used in this procedure is a representative sample of the data that is available in the production environment. Actual transaction data in the production environment may vary based on your given scenario.



There are many navigation paths to block an invoice. This OLHP guides users to block an FI invoice through the Invoice Process tab. Regardless of navigation path, the process is



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the same for either an FI invoice or an LIV invoice.



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Procedure

1. Start the transaction by accessing the **Accounts Payable** tab.
2. Click the **Invoice Process** tab **Invoice Process**.
3. Click the **Manage Invoice - FI** business activity link **Manage Invoice - FI**.

Enter and Park Invoice - FMMI Portal

USDA United States Department of Agriculture
Financial Management Modernization Initiative

Welcome PracticeLab Two Help Log Off

Welcome **Accounts Payable** Accounts Receivable Cost Management Funds Management General Ledger Management Interface

Bank Master Data Maintenance | **Invoice Process** | Invoice Approval | Payment Process | Payment Certification | Payment Reversal | Treasury Disburse

Enter and Park Invoice | History [Back](#) Forward

Detailed Navigation

- Down Payment Request
- Display Invoice
- Manage Invoice - FI
 - Enter and Park Invoice**
 - Change Invoice
 - Display Parked Invoice
 - Enter and Park Credit Memo
- Manage Invoice - LNV

Portal Favorites

Park Vendor Invoice: Company Code USDA

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate More...

Transactn Invoice Bal. 0.00

Basic data Payment Details Tax Withholding tax Notes

Vendor ☐ SQL Ind ☐

Inv. recpt date ☒

Invoice date Reference

Posting Date 12/30/2009

Document Type KR (Vendor Invoic...) ☐ Calculate tax

Amount

Tax Amount

Text

Company Code USDA US Dept of Agriculture Washington, DC

Agency Loc Cd

0 Items (Screen Variant : EnjoyFMMI)

ST..	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
			Debit		
			Debit		
			Debit		
			Debit		

4. Click the **Display Parked Invoice** task link **Display Parked Invoice**.



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Display Parked Invoice - FMMI Portal

5. As required, complete/review the following fields:

Field	R/O/C	Description
Doc. Number	R	Number which uniquely identifies an invoice document. Example: 1900004239



If the document number is known, the user can directly enter the document number. If the document number is unknown, the user can follow step 6.

6. Perform one of the following:

If the user is unsure of the document number for Then
a...

FI invoice

Click the **Document List** button

LIV invoice

Click the **Display Invoice Overview** task link



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Display Parked Invoice - FMMI Portal

The screenshot displays the FMMI Portal interface. At the top, the USDA logo is on the left, and the FMMI logo with the tagline 'Transforming Financials at the People's Department' is on the right. Below the logos, the text 'Block Invoice Online Help Procedure' is centered. The main content area is titled 'Display Parked Invoice - FMMI Portal'. It features a green header bar with the USDA logo and the text 'United States Department of Agriculture Financial Management Modernization Initiative'. To the right of the header, it says 'Welcome PracticeLab Two' and 'Help | Log Off'. Below the header is a navigation bar with tabs: 'Welcome', 'Accounts Payable' (selected), 'Accounts Receivable', 'Cost Management', 'Funds Management', 'General Ledger Management', and 'Interface'. Below the navigation bar is a sub-navigation bar with links: 'Bank Master Data Maintenance', 'Invoice Process' (selected), 'Invoice Approval', 'Payment Process', 'Payment Certification', 'Payment Reversal', and 'Treasury Disburse'. The main content area is titled 'Display Parked Invoice' and includes a 'History', 'Back', and 'Forward' link. Below this is a section titled 'Display Parked Document: Initial Screen'. It contains a 'Menu' button and a 'Back' button. Below the buttons is a 'Key for Parking' section with three fields: 'Company Code' (USDA), 'Doc. Number' (1900004239), and 'Fiscal Year' (2010).

7. Press the **Return** key.



The invoice defaults to a display only view. To block the invoice, the view must be in change mode.



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Display Parked Invoice - FMMI Portal

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Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Display Parked Invoice | History Back Forward

Display Parked Vendor Invoice 1900004239 USDA 2010

Menu Back Exit Cancel System Tree on Document Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor 1600009290 SGL Ind
Inv. recpt date 12/29/2009
Invoice date 12/28/2009 Reference SB111585
Posting Date 12/30/2009
Document Type KR (Vendor Invoic... DocumentNo 1900004239
Amount 1,000.00 USD Calculate tax
Tax Amount 0.00
Text
Paymt terms 30 Days net
Baseline Date 12/28/2009

Vendor Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available Ols

1 Items (Screen Variant : EnjoyFMMI)

St.	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	

Menu Back Exit Cancel System Tree on Document Editing options

8. Click the **Menu** button **Menu**.



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Display Parked Invoice - FMMI Portal

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Display Parked Invoice | History Back Forward

Display Parked Vendor Invoice 1900004239 USDA 2010

Menu Back Exit Cancel System Tree on Document Editing options

Document Change Ctrl+F12
Edit Display
Goto
Extras Select parked document
Settings Simulate
Environment Park
System Save as completed
Help Post
Simulate General Ledger
Delete parked document
Exit Shift+F3

Amount
Tax Amount
Text
Paymt terms 30 Days net
Baseline Date 12/28/2009

Balance 0.00

Vendor
Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available

1 Items (Screen Variant : EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	

9. Click the **Document** menu item **Document**.



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Display Parked Invoice | History Back Forward

Display Parked Vendor Invoice 1900004239 USDA 2010

Menu Back Exit Cancel System Tree on Document Editing options

Document Change Ctrl+F12

- Edit
- Goto
- Extras
- Settings
- Environment
- System
- Help
- About
- Amount
- Tax Amount
- Text
- Paymt terms
- Baseline Date

Display
Select parked document
Simulate
Park
Save as completed
Post
Simulate General Ledger
Delete parked document
Exit Shift+F3

Balance SB111585
Document No 1900004239
Calculate tax

Vendor
Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available

1 Items (Screen Variant : EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	
			Debit	0.00	

10. Click the **Change** menu item **Change Ctrl+F12**.



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Display Parked Invoice | History Back Forward

Edit Parked Vendor Invoice 1900004239 USDA 2010

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

Vendor 1600009290 SGL Ind
Inv. recpt date 12/29/2009
Invoice date 12/28/2009 Reference SB111585
Posting Date 12/30/2009
Document Type KR (Vendor Invoic... DocumentNo 1900004239
Amount 1,000.00 USD Calculate tax
Tax Amount
Text
Paymt terms 30 Days net
Baseline Date 12/28/2009

Vendor Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available Ols

1 Items (Screen Variant : EnjoyFMMI)

St.	GL acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit		
			Debit		
			Debit		
			Debit		

11. Click the **Payment** tab **Payment**.



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Display Parked Invoice | History Back Forward

Edit Parked Vendor Invoice 1900004239 USDA 2010

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

BaselineDt 12/28/2009 Payt Terms PP30 30 Days
Due on 01/27/2010
CashDiscnt USD
Disc.base USD To be calculd Fixed
Pmnt Method Pmnt Meth.Sup. 12 Pmnt Block Free for payment
Inv.ref.
Part. Bank House Bank /

Vendor Address
ADAM TECHNOLOGY
ABN 26-009-139-922
CLOVERDALE WA 6985
AUSTRALIA
999-999-9999
Bank data: not available

1 Items (Screen Variant : EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit		
			Debit		
			Debit		
			Debit		

12. Click the **Pmnt Block** combo box **Free for payment**.



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Welcome PracticeLab Two Help Log Off

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Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Display Parked Invoice | History Back Forward

Edit Parked Vendor Invoice 1900004239 USDA 2010

Menu Save parked document Back Exit Cancel System Tree on Company Code Simulate Save as completed Editing options

Transactn Invoice Bal. 0.00

Basic data Payment Details Workflow Tax

BaselineDt 12/28/2009 Pay Terms PP30 30 Days

Due on 01/27/2010

CashDiscnt USD

Disc.base USD To be calculd Fixed

Pmt Method Pmnt Meth.Sup. 12 Pmnt Block Free for payment

Inv.ref.

Part. Bank House Bank

Vendor

Address

ADAM TECHNOLOGY

ABN 26-009-139-922

CLOVERDALE WA 6985

AUSTRALIA

999-999-9999

Bank data: not available

Ols

1 Items (Screen Variant: EnjoyFMMI)

St.	G/L acct	Short Text	D/C	Amount in doc.curr.	Assignment no.
✓	6100002570	OpEx-MiscServices	Debit	1,000.00	
			Debit		
			Debit		
			Debit		
			Debit		

13. Click the **Blocked for payment** option **Blocked for payment**.

14. Perform one of the following:

If the invoice is...	Then
Incomplete and needs further investigation	Click the Saved Parked Document button
Complete and ready for review	Click the Save as Completed button



Both options park an invoice and the Invoice Approver can review and post from either of these designated statuses.



Depending on the computer resolution, "Save as completed" may appear as a button or under the "More" drop down menu.



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End of Procedure

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Bank Master Data Maintenance Invoice Process Invoice Approval Payment Process Payment Certification Payment Reversal Treasury Disburse

Display Parked Invoice History Back Forward

Display Parked Document: Initial Screen

Menu Back Exit Cancel System Document list Editing Options

Key for Parking

Company Code	USDA
Doc. Number	1900004239
Fiscal Year	2010

Preliminarily posted document 1900004239 USDA was changed

15. End of simulation.



Notice the bottom left message that the document has been changed.



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Comments

Refer to the following additional materials.

- Enter and Park FI Invoice
- Change FI Invoice
- Display Parked FI Invoice
- Post FI Invoice
- Enter and Park LIV Invoice
- Change LIV Invoice
- Display Parked LIV Invoice
- Post LIV Invoice
- Run Blocked Invoice List